



DEPARTMENT OF VETERANS AFFAIRS
Veterans Health Administration
Washington DC 20420

IL 18-2002-001

In Reply Refer To: 181C

August 1, 2002

CHIEF FACILITIES MANAGEMENT OFFICER INFORMATION LETTER
TEXTILE MANAGEMENT AND INVENTORIES

1. This information letter reminds Veterans Health Administration (VHA) facilities of the following mandates (found in VHA Handbook 1850.3, Textile Care Management Report (RCN 10-0132)).

a. The Generic Inventory Package (GIP) (see Department of Veterans Affairs (VA) Handbook 1761.2) must be utilized to manage new linen requisition and warehouse stock levels. The in-circulation linen inventory needs to be managed through the use of a software program that meets the information needs of the Textile Distribution and Inventory Cost Report (TDICR) (VHA Handbook 1850.3, App. A).

(1) The application of GIP, together with the TDICR will result in a closed-loop process, providing an integrated approach to managing both inventories. The ordered and uncirculated linen inventory will be managed through GIP. TDICR will be used to account for the "in-circulation" inventory, which has been cost accounted to an operating cost center, such as 8571.

(2) It is the short-range goal of VHA to realize a 3-day linen supply inventory of new, uncirculated products as managed by GIP. It is the long-term goal to reduce that uncirculated inventory to a 1-day inventory level if that can be attained while meeting the needs of service to linen users. Each VA health care facility needs to develop plans to attain those goals.

b. Government-owned Contractor-operated (GOCO) and Contractor-owned Contractor-operated (COCO) textile processing facilities must complete and submit a report through the facility responsible for contract management using the same format as that contained in VHA Handbook 1850.3, Appendix B. **NOTE:** *This requirement must be included as part of the contractor performance requirements.*

2. Environmental Programs Service (EPS) (181C), is conducting a linen management software review with the intent to recommend incorporation of the most favored product into the VA-PCHS-2 Contract. In the interim this office welcomes comment from the field concerning software packages currently in-use, which meet the reporting requirements of VHA Handbook 1850.3.

3. Additional information or clarification is available from EPS at (202) 565-8525.

C. V. Yarbrough
Chief Facilities Management Officer

DISTRIBUTION: CO: E-mailed 8/1/2002
FLD: VISN, MA, DO, OC, OCRO, and 200 – E-mailed 8/1/2002

IL 18-2002-
(Date)